

MEMORANDUM

To: Special Trustee

Through: Principal Deputy Special Trustee

From: Director

Subject: Records Management during July 2001

SIGNIFICANT ACTIVITIES

Director Attends Tribal/Federal Self-Governance Meeting

The Director attended a one-day Self-Governance session in Redding, California, on July 17. Edith Blackwell, Art Gary, Bettie Rushing, Tom Shirilla (representing William Sinclair), Ron Jaeger, and Ken Rossman represented the Federal Officials. Numerous Self-Governance Tribal representatives from northern California, Alaska, and Arizona were in attendance. The purpose of the meeting was to continue discussion on the Annual Funding Agreement Language and Trust Records. This gathering was a follow-up to the May 30 meeting held in Albuquerque. Dialogue concerned the issues of Trust records (created or received by Tribes in carrying out Trust functions) as they pertain to Federal Records subject to the Federal Records Act.

OTR Meets with Key Management Officials from the Office of Historical Trust Accounting

The Special Trustee, Principal Deputy, Executives from the Office of Trust Funds Management (OTFM), Office of Trust Risk Management (OTRM), and the Office of Trust Records (OTR), and Albuquerque employees met with Office of Historical Trust Accounting (OHTA) from July 31 through August 2. OHTA representatives were Executive Director Bert Edwards, Jeff Zippin and Steve Swanson. The 3-day session permitted OHTA to glean OST-Albuquerque knowledge, information and experiences towards the historical accounting to be undertaken by OHTA. Additionally, OHTA provided OST an overview of their internal project management, and information on the comprehensive plan.

Trust Records Control Schedules

IARM staff visited the following locations to inventory records for use in schedule development:

- Blackfeet Agency (OST)
- Rocky Mountain Region (OST)
- Pima Agency (BIA)

- Shawnee Agency (OST)
- Southwest Region (BIA)
- Palm Springs Field Office (OST)

OTR continues to review and reconcile the comments received on the four draft BIA records schedules. In addition, before final schedules can be prepared and submitted to NARA for approval, a meeting is required between key BIA and OTR management officials to review and discuss the overall concept and purpose of records schedules.

OTR is making arrangements with National Archives and Records Administration staff for a hands-on electronic systems inventory workshop for early September.

Evaluations of Records Programs

During June IARM completed a records program evaluation at the following BIA locations:

- Horton Agency— report attached
- Salt River Agency— report pending
- Pima Agency— report pending
- Hopi Agency— report pending
- Ft. Apache Agency— report pending
- San Carlos Agency— report pending
- Wewoka Agency— report pending

OTHER WORK (see also attached internal-use chart)

Disposition Backlog at BIA Locations

IARM worked with BIA locations to transfer records to Federal Records Center or National Archives:

- Great Plains Region— 107 boxes
- Michigan Field Office— 6 boxes
- Miami Field Office— 47 boxes
- Papago Agency— 8 boxes
- Pacific Region— 11 boxes
- Southern Pueblos Agency— 12 boxes
- Navajo Region— 24 boxes
- Seminole Agency— 119 boxes

IARM conducted a “fast pack” of 50 boxes at the Low Mountain School in Chinle, Arizona.

IARM, in conjunction with Iron Mountain and BMS-CAT, performed decontamination protocols at the NIIP/CHEU Field Office, Shiprock Agency, and the two Gameraico sites, reboxed the records, and transferred them to Albuquerque for cleanup and remediation work prior to being organized and inventoried by Iron Mountain. IARM also conducted a “fast pack” of 1,400 boxes of records from the “Soils Lab” at Navajo to Albuquerque for remediation work before being returned to the Navajo Regional Office.

Analyze Records Storage Requirements

IARM completed assessments of current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities at the following BIA locations:

- Horton Agency
- Salt River Agency
- Hopi
- Ft. Apache
- San Carlos
- Wewoka
- Low Mountain School (Arizona)
- Sequoyah High School (Oklahoma)

ELECTRONIC RECORDS

Plan to Comply with Electronic Records Requirement

Millican & Associates continue to develop the Bureau of Indian Affairs (BIA) Electronic Records Management Gap Analysis and Road Map. The Gap Analysis should be completed by the end of August, and the Road Map should be completed by the end of September.

OTR is awaiting the requested re-draft of the OST Electronic Records Policy from Millican & Associates.

Electronic Records Pilot Project

Millican & Associates' proposal to OTR for Electronic Document Management Assistance was approved. Millican will provide OTR assistance with the implementation of an electronic document management system. Specifically, they will:

- Identify and evaluate applicable uses for an electronic document management system (EDMS)
- Perform a cost-benefit analysis of the identified uses to prioritized opportunities
- Prepare an implementation strategy
- Identify EDMS requirements and prerequisites.

Establish Life Cycle Database (Inventory) for Trust Records

The target date for the implementation of the consolidated inventory using the Versatile Enterprise system is August 27. All data conversion tasks were completed and are consolidated into the OTR Inventory Database. Electronic Records staff will work with Zasio staff, Boise, Idaho, to complete the final movement of data to the Versatile platform in August.

TRAINING

IARM presented records management awareness briefings to employees at the following BIA locations:

- Horton Agency— 9 employees
- Salt River Agency— 11 employees
- Ft. Apache Agency— 21 employees
- Hopi Agency— 18 employees
- San Carlos Agency— 11 employees
- Wewoka Agency—11 employees

In addition, IARM and NARA presented basic records operations training to BIA employees at the following locations:

- Hopi Agency—24 attendees
- Sequoyah High School—3 attendees

Various OTR employees attended the following training:

- Advanced Management Analysis
- Versatile Software Overview and Capabilities

CONTRACTOR ACTIVITY

Iron Mountain

IARM conducted bi-weekly quality assurance on work performed by Iron Mountain. IARM staff is also testing draft quality assurance procedures and problem identification and resolution processes that will be used to document interaction with Iron Mountain.

Iron Mountain, Albuquerque, continued preparing records from the following BIA locations for appropriate disposition—transfer to the Federal Records Center or destruction:

- Ft. Belknap Agency
- Fort Berthold Agency
- Wind River Agency
- Division of Accounting Management

At the Iron Mountain Portland Facility, approximately 900 boxes of records belonging to BIA's Northwest Regional Office were organized and inventoried—the transferring documents have been forwarded to OTR for review and approval.

Millican and Associates

See above.

Native American Industrial Distributors

Provided on going assistance with project management.

STAFFING

Management Analyst positions (research, develop, and implement records management policies, retention schedules; training curricula and aids, etc.)

- ✓ All positions filled

Records Management Specialist positions (implement records management program, BIA disposition backlog, records cleanup, etc.)

- ✓ Two vacant positions being re-advertised at the 7/9/11 grade levels

Archives Technicians positions (search for re-filed or interfiled records; receive, move, inventory, and shelve records)

- ✓ Recruitment action underway for one vacant position

Computer Specialist positions (analyze, develop, and implement information technology solutions; manage projects to implement electronic records programs for BIA and OST)

- ✓ One vacant 9/11/12 position to be advertised
- ✓ One supervisory position to be classified and advertised